

General District Court

Mission:

The operations of the Court and its Clerk's office include record management, financial management, personnel management, and public relations. The Clerk's office issues various types of legal documents generated as part of the judicial process; maintains case papers for ten years; and responds to requests from outside agencies and the general public. The Clerk's office is fully automated allowing access to Court records through an on-site public access terminal and the Internet. The general duties of the Court staff have increased dramatically in the customer service field.

Goals:

- To accurately prepare and process all cases filed in the Court in a timely and efficient manner.
- To continue intensive employee training utilizing many different media to ultimately provide the best possible customer service to all Court users.
- To continue improvements to the General District Court Web Page and expand access to the Court.
- To investigate ways to meet the demands of pro se litigants and the general public regarding court procedures and court forms, specifically in the civil and small claims divisions.

Implementation Strategies for FY2005:

- The Court is responsible for the processing and management of traffic, criminal and civil cases. The Criminal and Traffic Divisions process state law violations and local ordinance violations for the County and the City of Poquoson. The Clerk's office serves more than 115 law enforcement officers with the second largest caseload in the Ninth Judicial District.
- The General District Court has exclusive original jurisdiction over civil cases involving amounts of \$4,500.00 or less and concurrent jurisdiction with the Circuit Court in amounts between \$4,500.01 and \$15,000.
- A Small Claims Division established in 1999 involves pro se litigation and amounts not to exceed \$2,000. Demands in this area have prompted action to provide better customer service, "How To" instruction manuals for use in the Clerk's office by the general public and access to forms online will be available via the Supreme Court of Virginia's website.
- Investigate the possibility of enhancing the court staff training using the Learn2 University courses via the Internet and video conferencing offered by the National Center for State Courts and the Supreme Court of Virginia.

Budget Issues:

- In FY2001, funding was provided for the expansion of the current filing system.
- In FY2002, funding was provided for the filing system and one workstation.
- In FY2003, funding decreased due to the completion of the filing system.
- For FY2005, there are no significant changes.

General Fund Expenditures	FY2001 Actual Expenditures	FY2002 Actual Expenditures	FY2003 Actual Expenditures	FY2004 Original Budget	FY2004 Expected Appropriations	FY2005 Adopted Budget
20212 General District Court						
Contractual Services	9,690	12,352	15,557	15,500	15,500	15,300
Internal Services	54	-	54	200	200	200
Other Charges	8,123	8,416	7,810	10,100	10,100	9,800
Materials & Supplies	4,110	4,973	4,861	6,000	6,000	6,945
Capital Outlay	<u>6,167</u>	<u>10,598</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,000</u>
Activity Total	<u>28,144</u>	<u>36,339</u>	<u>28,282</u>	<u>31,800</u>	<u>31,800</u>	<u>33,245</u>
Percentage Change	-7.73%	29.12%	-22.17%	12.44%	N/A	4.54%

FTE's

Management	-	-	-	-	-	-
Professional/Technical	-	-	-	-	-	-
Admin/Clerical	-	-	-	-	-	-
Trades & Crafts	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

